



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 11, 2007

GENERAL LETTER NO. 3-C-1

ISSUED BY: Deputy Director for Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter C, **STATE JUVENILE FACILITIES**,
Title page, new; Contents (page 1), new; and pages 1 through 18, new.

Summary

This letter transmits Title 3, Chapter C, a new chapter of the manual describing the policy on admissions for the state juvenile facilities at Eldora and Toledo. This policy directs the juvenile facilities to have written policies and procedures to:

- ◆ Assure that admission to a state juvenile facility shall be for juvenile delinquents and children in need of assistance in order to protect the public safety;
- ◆ Provide a safe, secure, and humane environment; and
- ◆ Provide a program which focuses upon appropriate developmental skills, treatment, placements, and rehabilitation.

Effective Date

Immediately.

Material Superseded

None.

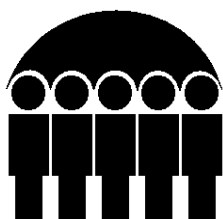
Additional Information

Refer questions about this general letter to your institution superintendent.

May 11, 2007

Employees' Manual
Title 3
Chapter C

STATE JUVENILE FACILITIES



Iowa
Department
of
Human Services

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Overview

The purpose of each state juvenile facility is to protect the public safety and to provide youth with opportunities to live and develop independent living skills in a safe, secure, and humane environment where the youth's rights are protected, with the end goal of assisting the youth to return to and live in the community.

The state juvenile facilities include:

- ◆ The State Training School for Boys at Eldora, which receives male youth who are court ordered as delinquents, detention guests, or delinquent transition students, or for an evaluation;
- ◆ The State Training School for Girls at Toledo, which receives female youth who are court ordered as delinquents or for an evaluation; and
- ◆ The Iowa Juvenile Home at Toledo, which receives male and female youth who are court ordered as children in need of assistance or for an evaluation.

This is best achieved when the juvenile facility works to develop competency-based trained staff who work cooperatively with the youth to develop an individual support plan based on an assessment of the youth's preferences, strengths to build on, and needed supports. The plan also assesses the diverse risk issues affecting the youth's quality of life and develops supports to minimize the impact risks have on the youth.

The youth served by the juvenile facility usually have many medical needs that require the services of professional clinical staff who are committed to providing treatment services in the most integrated manner possible to maximize good health and well being.

To assure that services comply with current professional standards and are maintained, it is essential that an ongoing process be in place to evaluate clinical judgment against practice standards along with the implementation of processes that continuously seek to improve the quality of the services provided.

Each juvenile facility shall establish, maintain, and adhere to written policies and procedures that comply with applicable federal and state law, policy, regulations, and ensure that policies and procedures reflect a commitment to quality through integrated teamwork. Each facility's policy shall be subject to the review and approval of the deputy director.

Legal Basis

Iowa Code section 218.1 provides that the director of the Department of Human Services has full authority to control, manage, direct and operate the Department's institutions and may assign this authority to the superintendents at the juvenile facilities, which are the state training school for boys at Eldora, the state training school for girls at Toledo, and the Iowa juvenile home at Toledo.

Iowa Code section 218.13 requires the Department to conduct background checks of any person who is:

- ◆ Being considered for employment involving direct responsibility for a resident or with access to a resident when the resident is alone; or
- ◆ Requesting permission to reside on the grounds of the juvenile facility.

The purpose of the background check is to determine whether the person has been convicted of a crime or has a founded child abuse or dependent adult abuse record. If so, the Department is required to determine if the conviction or founded abuse warrants prohibition of the person from employment or residing on grounds.

Iowa Code Chapter 233A and 441 Iowa Administrative Code Chapter 103 outline the authority and responsibilities of the state training schools at Eldora and Toledo.

Except as otherwise provided, the procedure for the commitment of youth to the state training school shall be the same as provided in Iowa Code Chapter 232. The units for male juvenile delinquents that are located at Eldora and the units for female juvenile delinquents at Toledo shall together be known as the "State Training School."

Iowa Code Chapter 233B and 441 Iowa Administrative Code Chapter 101 outline the authority and responsibilities of the Iowa Juvenile Home at Toledo. Iowa Code Chapter 232 provides the procedure for commitment to the home. The units for male and female children in need of assistance at Toledo shall be known as the "Iowa Juvenile Home."

Iowa Code sections 232.67 through 232.77, Iowa Code Chapter 235A, and 441 Iowa Administrative Code Chapter 175 define child abuse and require reporting, investigation, and actions to be taken to protect children a from abuse.

Iowa Code Chapter 235B and 441 Iowa Administrative Code Chapter 176 define dependent adult abuse and require reporting, investigation, and actions to be taken to protect dependent adults from abuse.

Iowa Code section 709.1 defines sexual abuse.

Civil Rights of Institutionalized Person Act (CRIPA) at 42 USC §§1997j requires the United States Attorney General to investigate conditions of egregious or flagrant deprivation of rights of persons residing in public institutions.

Public Law 106-402, the Developmental Disabilities Assistance & Bill of Rights Act of 2000: (DD Act), codified at 42 USC 15001, provides that programs, projects, and activities for persons with developmental disabilities shall be carried out in a manner consistent with supporting the rights of the persons served.

Policy on Admissions

It is the policy of the Department that admission to a state juvenile facility shall be for juvenile delinquents and children in need of assistance in order to protect the public safety, to provide a safe, secure, and humane environment, and to provide a program which focuses upon appropriate developmental skills, treatment, placements, and rehabilitation.

All admissions must be screened to assure that:

- ◆ An order transferring the legal and physical custody of a youth to the facility has been ordered by the court, and
- ◆ The court has transmitted the order, its finding, and a summary of information concerning the youth to the facility.

All youth shall undergo thorough screening and assessment at admission. Youth are assigned to specific cottage programs, educational and vocational programs, and special services to meet their individual needs. Youth shall receive complete orientation of procedures, rules, expectations, programs, and services at the State Training Schools at Eldora and Toledo.

General Principles

Juvenile facility written policies and procedures shall assure that:

- ◆ Admission of the youth has been determined as legal.
- ◆ The youth's rights are protected throughout the admission process.
- ◆ Parent notification and involvement in admission occurs as appropriate and in accordance with the court order.

The youth is informed that the juvenile facility's goal is to protect the public safety, to provide a safe, secure and humane environment, and to return the youth to the least restrictive setting and that the discharge process begins with admission. Employees, especially those involved in the admission process, understand this goal.

Admission of Delinquent Youth

The following types of admissions to the State Training School at Eldora and Toledo may occur for youth who have been adjudicated as having committed a delinquent act:

- ◆ Adjudicated delinquent:
 - An Iowa resident who is court-ordered to Eldora or Toledo as a delinquent.
 - An out-of-state resident placed under the Interstate Compact on Juveniles who is court-ordered to Eldora or Toledo as a delinquent.
- ◆ 30-day delinquent evaluation: a youth is court-ordered for an evaluation to be conducted by staff at Eldora or Toledo.
- ◆ Detention guest: a youth is court ordered to Eldora as a delinquent for the purposes of temporary detention.
- ◆ Delinquent transition student: a youth is court ordered to Eldora as a delinquent for the purposes of daytime programming only.

Adjudicated Delinquents Program

Juvenile facility written policies and procedures shall assure that:

- ◆ Juvenile delinquents to be admitted at Eldora or Toledo shall meet one of the following conditions:
 - The youth is at least 12 years of age and the court finds that:
 - The placement is in the best interests of the youth or is necessary for the protection of the public; and
 - The youth has committed an act that is a forcible felony, as defined in Iowa Code section 702.11, or a felony violation of Iowa Code section 124.401 or Iowa Code Chapter 707; OR
 - The court finds that any three of the following conditions exist:
 - The youth is at least 15 years of age and the court finds the placement to be in the best interests of the youth or necessary to the protection of the public.
 - The youth has committed an act which is a crime against a person and which would be an aggravated misdemeanor or a felony if an adult committed the act.
 - The youth has previously been found to have committed a delinquent act.
 - The youth has previously been placed in a treatment facility outside the youth's home or in a supervised community treatment program through a prior delinquency adjudication.
- ◆ Out-of-state admissions shall be in accordance with Iowa Code section 232.171, Interstate Compact on Juveniles, and procedures are followed.
- ◆ Approval for the out-of-state admission shall be obtained from the deputy director for field operations.
- ◆ No youth who is adjudicated a child in need of assistance shall be admitted to the state training school, except for diagnosis and evaluation when a current petition is on file that alleges the youth to have committed a delinquent act.

30-Day Delinquent Evaluation Program

Juvenile facility written policies and procedures shall assure that:

- ◆ Admission is made only when an evaluation has been court ordered for a youth who is at least 12 years of age.
- ◆ A delinquency petition is on file.
- ◆ The length of stay ordered by the court is no longer than 30 days.
- ◆ Admission are based on a first-come, first-served basis within the dedicated beds for evaluation purposes, and deviations are mutually agreed upon by the chief juvenile court officer and the superintendent of the facility.
- ◆ The 30-day court ordered evaluation shall include:
 - A summary of the youth's background and history
 - Psychological assessment and findings
 - Psychiatric evaluation, as appropriate
 - Academic testing
 - Substance abuse assessment
 - Sex offender assessment, as appropriate
 - Medical assessment
 - A behavior summary report that covers the evaluation period when the youth attends school, receives counseling, and participates in programming, recreational and living unit activities
 - A recommendation regarding treatment and placement

Detention Guest Program

The State Training School at Eldora's written policies and procedures shall assure that an admission to the Eldora Detention Guest program meets the following requirements:

- ◆ There is a court order for the purpose of short-term detention.
- ◆ For an Iowa resident, detention shall not exceed 48 hours unless otherwise determined by the court.
- ◆ For an out-of-state resident, detention may go beyond 48 hours in order to allow time to arrange for return to the home state in accordance with the Interstate Compact on Juveniles.

Delinquent Transition Student Program

The State Training School at Eldora's written policies and procedures shall assure that:

- ◆ There is a court order for the purpose of completing daytime transition student programming only;
- ◆ The youth has a treatment plan, an assigned counselor, and an assigned cottage during this daytime stay; and
- ◆ A transport officer, who is not affiliated with the facility, is identified and transports the youth to and from the juvenile facility Monday through Friday.

Admission Authorization

Juvenile facility written policies and procedures authorizing admission shall assure that:

- ◆ A youth shall meet all the admission criteria before receiving admission, support, and treatment services.
- ◆ Admissions shall be accepted only from Iowa juvenile courts for Iowa residents or out-of-state residents under the Interstate Compact on Juveniles.

- ◆ At the time of admission:
 - There shall be a copy of a court order that awards temporary custody and guardianship to the director of the Department of Human Services for purposes of placement at the facility and complies with Iowa Code Chapter 232 and a copy of relevant petitions, and
 - The youth's expected length of stay shall be identified.
- ◆ All court orders shall be followed, including any specific instructions.
- ◆ Admissions shall be made in accordance with the bed allocation for each judicial district that is established annually by the Population Guidelines Committee in accordance with the population guidelines established under 1990 Iowa Acts, chapter 1239, section 21. Deviations are mutually agreed upon by the chief juvenile court officer and the superintendent of the facility.
- ◆ To the extent possible, admission shall be scheduled between 8 a.m. and 4 p.m., Monday through Friday.
- ◆ The facility shall authorize reasonable visitation and communication with the youth by parents and family, unless prohibited by the court order that visitation and communication would not be in the youth's best interest.

Admission Receiving Process

Juvenile facility written policies and procedures authorizing admission shall assure that:

- ◆ A person is designated to manage the intake process and procedures for admitting youth and to coordinate admissions in advance with juvenile court officers and Department caseworkers.
- ◆ The youth is assigned a bed and assigned to specific programs and services to meet the needs of the youth. For youth participating in the daytime transition student programming, there shall be an assignment to a cottage and counselor.
- ◆ Immediately upon admission, a thorough and complete search of the youth and the youth's possessions is completed.

- ◆ Personal property is inventoried and is stored or otherwise disposed of. All personal property in the possession of the newly admitted youth shall be inventoried. The youth shall be given a hard copy of the inventory that includes all property returned to the youth's home or held until the youth's release.
- ◆ The youth is fingerprinted, and the records are forwarded within ten days to the Department of Public Safety and to the Federal Bureau of Investigation. **Exceptions:** The following youth shall not be fingerprinted:
 - Youth admitted to the 30-day delinquent evaluation program;
 - Youth admitted to the delinquent guest program;
 - Youth admitted as out-of-state residents under the Interstate Compact on Juveniles (unless ordered by the court).
- ◆ As necessary, the facility shall provide:
 - A shower and hair care
 - Clean, laundered, properly fitted clothing
 - Personal hygiene articles
- ◆ A medical, dental, and mental health screening shall be completed.
- ◆ Housing shall be assigned and a brief tour of the housing unit shall be completed.
- ◆ Basic personal data (names, addresses, telephone numbers, etc.) shall be recorded for use on mail and visiting lists.
- ◆ Assistance is provided to youth, as appropriate, in notifying their families of their admission and procedures for mail and visiting are provided.
- ◆ At the time of admission, a verbal orientation about the facility and program offered shall be provided and facility rules, regulations, and procedures to be followed shall be explained.
 - The youth shall receive written material, including information about the treatment program, facility policies and procedures, and individual rights. Each youth shall sign a form indicating that the youth has read and understands the material.
 - When English is not the primary language, arrangements shall be made to interpret this information for the youth.

- ◆ Every effort shall be made to reassure the youth and dispel any fears the youth may have in being admitted to the facility.
- ◆ The staff member completing the intake summary shall introduce the youth to cottage staff as available.

Admission Assessment

Juvenile facility written policies and procedures shall assure that:

- ◆ The youth shall be screened and assessed within 10 working days of admission. This assessment provides the basis for development of the youth's care plan. Assessment shall include information related to the youth's:
 - Education
 - Acute and chronic health
 - Mental health, including psychiatric reporting as appropriate
 - Behavior
 - Substance abuse issues
 - Social history
 - Physical assessment and immunization history
 - Psychological evaluation, including intellectual assessment
 - The referring agency's case plan
 - Correspondence regarding the youth
 - Legal documents
- ◆ The assessment includes written and verbal information from referral sources, observable behavior at intake, and the initial interview with the youth and the family, school contacts, physical examinations, and other relevant material.

Case Plan

Juvenile facility written policies and procedures shall assure that an Individual Case Plan (ICP) shall be developed that addresses needs and outlines the services to be provided based on the assessment.

Admission of Children in Need of Assistance

The following types of admissions to the Iowa Juvenile Home may occur.

- ◆ Adjudicated child in need of assistance (CINA):
 - An Iowa resident who is court-ordered to Toledo as a CINA
 - An out-of-state resident placed under the Interstate Compact on Juveniles who is court-ordered to Toledo as a CINA
- ◆ 30-day evaluation child in need of assistance (CINA): a youth who is court ordered to Toledo for an evaluation

Adjudicated Child in Need of Assistance Program

Juvenile facility written policies and procedures shall also assure that:

- ◆ Iowa Juvenile Home (at Toledo) criteria for admission of a child in need of assistance include that:
 - An alternative placement has previously been made and is not appropriate.
 - Admission to the Iowa juvenile home is granted to resident youth of the state giving preference to CINAs under 17 years of age who are adjudicated by the juvenile court.
 - For youth 17 years of age and older, the facility must request an exception for admission from the deputy director for field operations.
- ◆ Out-of-state admissions shall be in accordance with Iowa Code section 232.171, Interstate Compact on Juveniles, and procedures are followed.
- ◆ Approval for the out-of-state admission is obtained from the deputy director for field operations.
- ◆ No youth adjudicated to have committed a delinquent act is admitted to the Iowa juvenile home.

Child in Need of Assistance Evaluation Program

Juvenile facility written policies and procedures shall assure that:

- ◆ Admission is made only when an evaluation has been court-ordered for a youth who is at least 12 years of age and who has a petition on file.
- ◆ An evaluation ordered before adjudication shall not exceed 15 days.
- ◆ An evaluation ordered after adjudication shall not exceed 30 days.
- ◆ Admission is based on a first-come, first-served basis within the dedicated beds for evaluation purposes.
- ◆ The court ordered evaluation shall include:
 - A summary of the youth's background and history
 - Psychological assessment and findings
 - Psychiatric evaluation, as appropriate
 - Academic testing
 - Substance abuse assessment
 - Medical assessment
 - A behavior summary report, which covers the evaluation period when the youth attends school, receives counseling, and participates in programming, recreational and living unit activities
 - A recommendation regarding treatment and placement

Admission Assessment

Juvenile facility written policies and procedures shall assure that:

- ◆ The youth shall be screened and assessed within 10 working days of admission. This assessment provides the basis for development of the youth's care plan. Assessment shall include information related to the youth's:
 - Education
 - Acute and chronic health
 - Mental health, including psychiatric reporting as appropriate
 - Behavior
 - Substance abuse issues
 - Social history
 - Physical assessment and immunization history
 - Psychological evaluation, including intellectual assessment
 - The referring agency's case plan
 - Correspondence regarding the youth
 - Legal documents
- ◆ The youth's needs are identified by staff and are based on written and verbal information from referral sources, observable behavior at intake, and the initial interview with the youth and the family, school contacts, physical examinations, and other relevant material.

Case Plan

Juvenile facility written policies and procedures shall assure that an Individual Case Plan (ICP) shall be developed that addresses needs and outlines the services to be provided based on the assessment.

Admission Process Authorization

Juvenile facility written policies and procedures authorizing admission shall assure that:

- ◆ The youth shall meet all the admission criteria before receiving admission, support, and treatment services.
- ◆ Admissions shall be accepted only from Iowa juvenile courts for Iowa residents or out-of-state residents under the Interstate Compact on Juveniles.
- ◆ At the time of admission:
 - There shall be a copy of a court order that awards temporary custody and guardianship to the director of the Department of Human Services for purposes of placement at the facility and complies with Iowa Code Chapter 232, and a copy of relevant petitions; and
 - The youth's expected length of stay shall be identified.
- ◆ All court orders shall be followed, including any specific instructions.
- ◆ To the extent possible, admission shall be scheduled between 8 a.m. and 4 p.m., Monday through Friday.
- ◆ Reasonable visitation and communication with the youth by parents and family may be authorized, unless such visitation and communication:
 - Is prohibited by the court order; or
 - Would not be in the youth's best interest.

Admission Receiving Process

Juvenile facility written policies and procedures authorizing admission shall assure that:

- ◆ A person is designated to manage the intake process and procedures for admitting youth and to coordinate admissions in advance with Department caseworkers.
- ◆ The youth is assigned a bed and assigned to specific programs and services to meet the needs of the youth.
- ◆ The youth and the youth's possessions are checked for unsuitable items.

- ◆ Personal property is inventoried and is stored or otherwise disposed of. All personal property in the possession of the newly admitted youth shall be inventoried. The youth shall be given a hard copy of the inventory that includes all property returned to the youth's home or held until the youth's release.
- ◆ There shall be no fingerprinting taken of youth adjudicated CINA.
- ◆ As necessary, the facility shall provide:
 - A shower and hair care
 - Clean, laundered, properly fitted clothing
 - Personal hygiene articles
- ◆ A medical, dental, and mental health screening shall be completed.
- ◆ Housing shall be assigned and a brief tour of the housing unit shall be completed.
- ◆ Basic personal data (names, addresses, telephone numbers, etc.) shall be recorded for use on mail and visiting lists.
- ◆ As appropriate, assistance is provided to youth in notifying their families of their admission and procedures for mail and visiting are provided.
- ◆ At the time of admission, a verbal orientation about the facility and program offered shall be provided to the youth and facility rules, regulations, and procedures to be followed shall be explained.
 - The youth shall receive written material, including information about the treatment program, facility policies and procedures, and individual rights. Each youth shall sign a form indicating that the youth has read and understands the material.
 - When English is not the primary language, arrangements shall be made to interpret this information for the youth.
- ◆ Every effort shall be made to reassure the youth and dispel any fears the youth may have in being admitted to the facility.
- ◆ The staff member completing the intake summary shall introduce the youth to cottage staff as available.

Case Record

Juvenile facility written policies and procedures shall assure that:

- ◆ Each youth admitted to the facility shall have a case file established and maintained that contains the court order, assessment, treatment plan, progress notes and discharge plans. At a minimum, the file shall include:
 - Summary account of the legal aspects of the case
 - Summary of criminal history, if applicable
 - Family history
 - Medical, dental, and mental health and substance abuse history
 - Vocational interests, if appropriate
 - Educational history, grade level, status, and progress
 - Religious background and interests
 - Recreational assessment
 - Correspondence
 - Psychological evaluation, including intellectual assessment
 - Living unit behavior adjustment reports
 - Risk/needs assessment
 - Staff recommendations
 - Face sheet
- ◆ The summary admission report is updated as needed upon transfer or readmission.

Performance Improvement

Juvenile facility written policies and procedures shall assure that quality assurance practices are in place to:

- ◆ Monitor the admission process to identify actual or potential systemic issues, needing corrective action; and
- ◆ Monitor the implementation and completion of corrective action plans.

Data Collection and Review

Juvenile facility policies and procedures shall assure:

- ◆ Data about youth shall be collected and recorded on form 470-4458, *Juvenile Facility Individual Admission Information*.
- ◆ Data gathered from data analysis shall be used consistently for identifying and addressing individual or systemic issues to improve the admission process.
- ◆ The juvenile facility shall review data from all admissions to assure that:
 - Problems are timely and adequately detected and appropriate corrective actions are implemented; and
 - When possible, root causes are identified that lead to corrective action.

Reporting Requirements

The juvenile facility written policies and procedures shall assure that:

- ◆ The data collected shall be available for analysis by each data element collected.
- ◆ The deputy director's office shall be provided with a monthly summary of delinquent by program and CINA admissions received.

Employee Training and Education

Juvenile facility policies and procedures shall assure that:

- ◆ All newly hired employees who will be responsible for processing admissions and court orders shall receive competency-based training on the following topics:
 - State laws governing the commitment and admission of youth to the juvenile facility.
 - Juvenile facility policy on admitting youth and treatment philosophy.

- ◆ All employees responsible for processing admissions shall receive annual competency-based training. Annual training sessions may be an abbreviated version of the original training.
- ◆ All employee training shall be regularly documented in the training record for each employee in a manner that permits the information to be available individually and in aggregate form.
- ◆ Training curriculum shall be updated regularly to reflect changes in laws, policies, and procedures.